

TRANSMITTAL SLIP		DA	6 JAN 1975
TO:		C/PPG/OS	
ROOM NO. 4E-58	BUILDING Hq.		
REMARKS:			
<p>Attached is a <u>first</u> draft of a proposed Headquarters Regulation on ADP Management and Administration. I would appreciate your comments.</p> <p><i>I passed our comments, as noted in the margin, orally to [redacted] on 13 JAN 75. Action completed.</i></p>			
FROM:		C/PS/OJCS	
ROOM NO. 2E-29	BUILDING Hq	EXTENSION	
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED.	

Page Denied

Next 1 Page(s) In Document Denied

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11 January 1975

MEMORANDUM FOR: Chief, Policy and Plans Group

ATTENTION :

SUBJECT : ADP Management and Administration

REFERENCE : Proposed HR, same subject, dated 2 January 1975

1. This memorandum is in response to your request for Security Records Division (SRD) comments concerning reference.

2. Reference indicates that all Form 930s (Computer Services Requests) shall be forwarded to OJCS through appropriate approval channels in the requesting Directorate, including the Directorate ADP Control Officer. *9c.(1)*

3. The Form 930 is sometimes used simply to obtain a special report from an existing system, utilizing data already available in tape or disk storage. Often that special report, or a very similar one, has been obtained previously. In such instances, OJCS can provide the needed support with a minimal amount of the time of one Programmer.

4. It is the opinion of SRD that such routine requests for OJCS services, and those which require minimal effort on the part of OJCS, should not proceed through Office channels and through the Directorate ADP Control Officer before they are submitted to OJCS for action.

5. Perhaps some means (other than the Form 930) should be adopted for obtaining OJCS assistance on routine requests which can be satisfied with very limited OJCS effort. *no!*

6. Another alternative: change the wording of the proposed Headquarters Regulation so that Form 930s which will consume minimal amounts of OJCS resources need not be routed through elaborate channels prior to obtaining OJCS action.

lw

Chief
Security Records Division

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9 JAN 1975

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Policy and Plans Group

EXTENSION

NO.

DATE

7 January 1975

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

C/ISSG 1E4838

9 JAN 1975

Jlen

[redacted] has requested that the Office of Security submit its comments soonest and [redacted] intends to make response on 13 January 1975. It is requested that any comments, objections or deletions you wish to make on this Regulation be forwarded to [redacted] Chief, Policy and Plans Group/OS, by opening of business on Friday, 10 January 1975.

6.

C/PPG

Attn: [redacted]

We request the following changes be suggested to attached draft:

para b(5), change to:

"The Office of Security will assure that appropriate security standards and procedures are applied to the Agency's computer facilities and activities."

para c(6)

Delete the word "significant"

C/ISSG



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